



Appendix V. Meeting Documentation

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	State Hazard Mitigation Team Meeting	
Location of Meeting:	Joint Field Office, Lincroft, NJ	
Date of Meeting:	December 12, 2012	
Attendees: State Hazard Mitigation Team Members See Sign in Sheet		
Agenda Summary: This meeting of the State Hazard Mitigation Team was held to provide information to the team on the progress of the plan update as well as to discuss the organization of the planning partnership, schedule, risk assessment, enhanced plan status, EMAP standards and other topics of discussion.		
Item No.	Description	Action By:
1	Introductions – Tetra Tech, SHMT members, NJOEM.	N/A
2	Content of 2014 Plan Update – Regulatory requirements DMA 2000, FEMA Cross Walk revisions, EMAP standards, other needs and interests.	
3	Organization of the Planning Partnership – Plan Development Committee, Mitigation Core Team, State Hazard Mitigation Officer, State Hazard Mitigation Team, Subject Matter Experts, Stakeholders to include academia	
4	Deadlines – Final Draft completed and submitted to FEMA December 31, 2013.	
5	Risk Assessment – Hazards of Concern, Critical Facility Inventory, Events and losses	
6	Agency Stakeholder Input: Expanded Agency involvement to include academia and county partners	
7	Mitigation Strategy: Review current strategies and provide updates and list new strategies for each State agency	
8	Review of County Plans: Discussion about need to obtain data from all county plans	
9	Enhanced Plan: FEMA requirements, capabilities and resources	
10	EMAP Standards: Plan update must meet EMAP standards to ensure NJOEM remains compliant with EMAP accreditation	
11		



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 State Hazard Mitigation Team (SHMT) - Meeting #2
 SIGN-IN SHEET
 MEETING DATE: January 16, 2013 - 1:00 PM

Name	Title	Agency	Email	Phone Number
J. RASER	CONT.	TE		
P. MILLER	CONT.	TE		
D. Schleifer	GIS Specialist	OTT-OGIS		544
Cohen Keller	Environmental Specialist	NJDEP - LAND USE REG.		0060
Spokane Gray	Environmental Specialist	NJDEP - Land Use Reg.		
RICH O'BRIEN	DIRECTOR	DOBI		8-1172
Michael Whelan	Construction Official	NS DE A		
Rick Brown	PLANNING	NJDEP/CLUP		844632
Gene Scollon	Manager	FEMA/EI/P		057
JOSEPH RUGGERT	SUPERVISING ENGINEER	NJDEP		
Steven Sagnip	Manit Sup Spec	NJ Treasury OMB		25
HOWARD WOLF	Mit. Advisor	FEMA		2



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
State Hazard Mitigation Team (SHMT) - Meeting #2
SIGN-IN SHEET
MEETING DATE: January 16, 2013 - 1:00 PM

Name	Title	Agency	Email	Phone Number
Jess Burns	Emerg. Opps. Coord.	N.J. Treasury	treas.state@nj.gov	
Fawn McGee	Public Chief Greenhouses	NJ DEP		
Courtney Wald-Drottkop		NJ DEP Greenhouses Program		

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	State Hazard Mitigation Team (SHMT) Meeting	
Location of Meeting:	Joint Field Office, Middletown, NJ	
Date of Meeting:	January 16, 2013	
Attendees:	J. Ruggeri – DEP R. Brown – DEP M. Whalen – NJDCA R. O'Brien – DOBI G. Gray – NJDEP H. Wolf – FEMA	C. Keller - DEP D. Schleifer - OIT J. Raser – Tetra Tech P. Miller – Tetra Tech G. McColley - FEMA
<p>M. Gallagher – NJOEM B. Waugh – NJOEM F. McGee – NJDEP C. Wald-Wittkop – NJDEP J. Burns – Tres. S. Sagnip – OMB</p>		
<p>Agenda Summary: This SHMT meeting was conducted to discuss and make decisions on various planning elements. An update on the plan development was discussed, introductions were made and agenda items were discussed.</p>		
Item No.	Description	Action By:
1	Define Planning Teams – 44 CFR planning process description was discussed and MCT defined the Plan Development Team (PDT); the Mitigation Core Team (MCT) and the State Hazard Mitigation Team (SHMT) as per the handout.	N/A
2	Share Point Website – The site was viewed via internet to showcase the calendar, documents library and contact list of MCT and SHMT members. All members confirmed that they have access but would like a email advising of the URL.	Tetra Tech- P. Miler to send email to members listing website address and log in procedures
3	Schedule – Discussion and decisions were made regarding MCT monthly calls and meetings. Calls will occur on the first Tuesday of the month at 9:30 AM. Meetings will be on the 3 rd Tuesday of the month at 10:00 AM at the ROIC. Share Point site calendar has listed dates and times. The next SHMT meeting is 9/10/13	Tetra Tech- P. Miller will send out reminders to members ref. calls and meeting dates and times.
4	Human Caused Hazard Identification – The below human caused hazards was decided to be included in the plan update: Animal Disease Events; Civil Unrest; Crop Failure; Fishing Failure; Hazardous Substances – Fixed Sites/Transportation/Off Shore; Nuclear Hazard Issues; Pandemic; Power Outages; Terrorism; Cyber Attack; Economic Collapse	N/A
5	Definition of State Critical Facility – Much discussion was had on this topic. The requirement for 44 CFR was discussed regarding inclusion of the State owned or operated buildings, critical facilities and infrastructure located in identified hazard areas. For State owned or operated buildings, Tetra Tech will utilize the LBAM database from OMB. It was suggested that an email be sent out to OHSP requesting	Tetra Tech – A. Miskiman, P. Miller will conduct additional outreach to OHSP ref. critical facility defination and possible database. They will also explore and conduct

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	comment on definition of critical facilities and any available data. Any “best available” data that is gathered by July 2 nd will be utilized for the plan. The MCT will finalize the state owned critical facility definition on the July 2 nd conference call. The MCT will also finalize critical facility type.	outreach with other State agency GIS specialists for critical facility types discussed. S. Sagnap – Will provide updated LBAM database prior to July 2 nd meeting if a new version should be used for the risk assessment.
6.	Hazard Risk Assessment Methodology – discussed and MCT approved of vulnerability assessment (loss estimation) methodology for natural hazard analysis.	N/A
7.	Strategy Progress Update Tool – This Excel tool was presented to the MCT for discussion and utilization to update action status from the 2011 plan. It is also to be used to populate and capture new action items from each State Agency. This tool is posted on SharePoint and will be distributed to MCT via email. The updated Strategy Progress Tool is due to Tetra Tech on July 15 via email and will be discussed at the July 16 th MCT meeting.	MCT, State Agency Representatives and contractor
8.	State Capability Assessment – This tool was presented to the MCT for discussion and utilization to update state agency, partner or stakeholder capabilities and obtain additional information from new units, departments or organizations that contribute to hazard mitigation in the state. This tool is posted on SharePoint and will be distributed to each agency listed in the plan. This tool is to be updated and submitted to Tetra Tech on July 15 via email and will be discussed at the July 16 th MCT meeting.	Tetra Tech to distribute tool to respective partners, agencies and organizations
9.	Review and Finalize Goals and Objectives – Goals and Objectives from the 2011 plan with suggestions were provided to MCT for review. MCT was advised that goals and objectives will be discussed during the July 2 nd conference call.	MCT, Tetra Tech
10.	Outreach – Stakeholders list was reviewed and approved by MCT. The academia involved in the plan was discussed and showcased for the MCT. On August 7 th a presentation to the County Coordinators will be given regarding the State Hazard Mitigation Plan.	N/A
11.	SHMP Lead Reviewers - Lead reviewers for the plan update were discussed and finalized. A comment review tool was also displayed and provided to obtain comments from SME’s for the leads. The worksheet has been populated with leads for each section of the plan.	N/A
12.	Proposed Next Calls and Meetings: Discussed and below dates were established and confirmed. Calls: July 2, August 6, September 3	N/A

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	MCT Meetings: July 16, August 20, September 10 (SHMT), October 1	
13.	Critical Due Dates: Discussed and established as noted below. Mitigation Action Status Update: July 16, 2013 State Capability Assessment: July 16, 2013 First Draft Plan: October 1 MCT Comments: October 18 Second Draft: November 15 SHMT Comments: November 26	ALL

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	NJ Attorney General's Office Request	
Location of Meeting:	Conference Call	
Date of Meeting:	January 30, 2013	
Attendees: G. Spellmeyer - NJOAG B. Solomon – NJOAG R. Little – NJOEM P. Miller – Tetra Tech J. Raser – Tetra Tech		
Agenda Summary: This conference call was requested by the NJ Office of the Attorney General to discuss confidentiality of the plan, plan development transparency, Share Point site data storage and access, participation of outside agencies, determine point of contact for plan development and discuss Core Team membership.		
Item No.	Description	Action By:
1	Confidentiality of Plan – Discussion was had about the confidentiality of the plan and who should have access. It was stressed that the plan is a public document and that confidential or restricted data should not be included.	N/A
2	Plan Development Transparency/Share Point Site – Discussion was had about the plan being available on the web and Share Point site security. It was stressed that the Share Point site is secure and that only persons provided access and a password can view documents that are posted.	Tetra Tech to ensure security of Share Point site
3	Participation of Outside Agencies – Participation of outside (non-State) agencies was discussed. It was stressed that all stakeholders need to be part of the planning process. FEMA and other local, county, and federal agencies are stakeholders of the plan. It was discussed that outside agencies will not be provided access to the Share Point site.	N/A
4	Point of Contact for Plan Development – It was decided that SFC J. Haidacher will be the point of contact for the SHMP. Sgt. M. Gallagher will be an additional point of contact	N/A
5	Core Team Membership – It was decided that the below individuals will be part of the Mitigation Core Team. The Core Team is the decision making body. Additional Core Team members may be added if needed/suggested. NJOEM – J. Haidacher, M. Gallagher, T. Rafferty NJDEP- Joseph Ruggeri, G. Gray, F. McGee, C. Wald-Wittkop	N/A

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	NJ Tres – J. Burns NJ Geological Survey – K. Muessig NJ State Climatologist – D. Robinson NJ OAG – B. Solomon, G. Spellmeyer	
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New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Meeting with NJ OPA, NJOEM, FEMA
Location of Meeting:	Department of State, 225 West State Street, West Trenton, NJ
Date of Meeting:	March 11, 2013

Attendees:	J. Raser – Tetra Tech
D. Kennedy – OPA	P. Miller – Tetra Tech
K. Hartkopf – OPA	
K. Meade – OPA	
H. Wolf – FEMA	
S. Henderson – NJOEM liason	

Agenda Summary: This meeting was called by NJ OPA to discuss the status of the plan and offer suggestions for improvement. The State’s response and recovery to Hurricane Sandy was also discussed and several initiatives underway were mentioned. Dan Kennedy and Karl Hartkopf requested to be part of the planning process and included in all meetings of the Mitigation Core team.

Item No.	Description	Action By:
1	<p>Suggestions of OPA:</p> <ul style="list-style-type: none"> Integrate SHMP into other planning documents Coordination of County HMP planning Rutgers resources and projects Sustainable NJ data (NJDEP) Provide description of “how to use this plan” for readers Improve OEM website and posting of plan Plan should be more usable and accessible to munis and counties Length of plan document 	
2	<p>Sandy Information:</p> <ul style="list-style-type: none"> Buy out and elevations will be priority for Sandy DEP managing acquisition program DCA managing elevation program Site Evaluator for HMGP acquisition priority 	



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 Meeting with NJ Office of Planning Advocacy
 SIGN-IN SHEET
 MEETING DATE: March 11, 2013



Name	Title	Agency	Email	Phone Number
PAUL MILLER		TETRA TECH	Paul.Miller@tetra.com	
JON RASEK		TETRA TECH	Jon.Rasek@tetra.com	
HOWARD WOLF		FERMA	Howard.Wolf@ferma.com	
Karl Hart/Kopf		OPA	Karl.Hart@opa.com	
Kate Meade		OPA	Kate.Meade@opa.com	-292-573
Dan Kennedy		OPA	Dan.Kennedy@opa.com	-292-526
Sheneia M. Henderson		SAL/NJOEA	Sheneia.Henderson@nj.gov	

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Meeting with Governor's Office of Rebuilding and Recovery	
Location of Meeting:	State House, West Trenton, New Jersey	
Date of Meeting:	April 26, 2013	
Attendees:	T. Broday – GORR E. Daleo – GORR J. Raser – Tetra Tech P. Miller – Tetra Tech J. Mizerak – Tetra Tech D. Kennedy – OPA M. Gallagher – NJOEM B. Waugh - NJOEM	
Agenda Summary: This meeting was conducted to obtain information about the Governors Office of Rebuilding and Recover as it relates to the State Hazard Mitigation Plan. Standard and Enhanced plan status was also explained as well as plan maintenance.		
Item No.	Description	Action By:
1	State Hazard Mitigation Plan Requirement – 44 CFR planning process description was discussed as well as Standard and Enhanced plan status. The timeline was discussed for plan development and the importance of plan maintenance procedures.	N/A
2	Risk Assessment – The HIRA was discussed as well as potential hazards.	N/A
3	GORR – The GORR provided some insight into their office responsibilities and assistance provided to other state agencies	N/A

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Meeting with NJ OPA, NJ DEP Sandy Workgroup and NJOEM													
Location of Meeting:	Department of State, 225 West State St. West Trenton, NJ													
Date of Meeting:	May 9, 2013													
Attendees:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">D. Kennedy – OPA</td> <td style="width: 50%;">K. Luckie – NJDCA</td> </tr> <tr> <td>M. Foley – FEMA</td> <td>N. Cardinali – NJDOT</td> </tr> <tr> <td>S. Brubaker – NJDEP</td> <td>S. Pratt – Witt Consultant</td> </tr> <tr> <td>A. Sarafides – NJDEP</td> <td>P. Miller – Tetra Tech</td> </tr> <tr> <td>J. Ewalt – NJDEP</td> <td></td> </tr> <tr> <td>A. Friedman - NJDEP</td> <td></td> </tr> </table>		D. Kennedy – OPA	K. Luckie – NJDCA	M. Foley – FEMA	N. Cardinali – NJDOT	S. Brubaker – NJDEP	S. Pratt – Witt Consultant	A. Sarafides – NJDEP	P. Miller – Tetra Tech	J. Ewalt – NJDEP		A. Friedman - NJDEP	
D. Kennedy – OPA	K. Luckie – NJDCA													
M. Foley – FEMA	N. Cardinali – NJDOT													
S. Brubaker – NJDEP	S. Pratt – Witt Consultant													
A. Sarafides – NJDEP	P. Miller – Tetra Tech													
J. Ewalt – NJDEP														
A. Friedman - NJDEP														
<p>Agenda Summary: Tetra Tech was invited to this meeting by D. Kennedy of OPA to discuss the State Hazard Mitigation Plan process and timeline. A brief description of the planning process and a status report of the current plan was presented to the working group. This working group was established as a result of Hurricane Sandy. They are aware of the HMGP funding and are concerned about county hazard mitigation plans and providing adequate funding . It was also stressed that schools should be incorporated into county mitigation plans.</p>														
Item No.	Description	Action By:												

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	State Hazard Mitigation Plan Status and Update	
Location of Meeting:	Tetra Tech Office, Morris Plains, NJ	
Date of Meeting:	May 20, 2013	
Attendees:	J. Haidacher - NJOEM P. Miller – Tetra Tech A. Miskiman – Tetra Tech J. Raser – Tetra Tech C. Bianco – Tetra Tech	
Agenda Summary: This meeting was conducted to provide a status update of the SHMP to A/Lt. J. Haidacher of NJOEM. An updated progress report was provided to A/Lt. Haidacher and the below topics were discussed. Executive Order 115 State Hazard Mitigation Team and Mitigation Core Team roster/members POC from NJOEM ref. Plan Update – A/Lt. Haidacher Contact with Governor’s Office of Rebuilding and Recovery Agency Outreach Upcoming Meetings Critical Facilities County Coordinator’s Meeting to discuss State Plan Mitigation Action Items Table Plan Maintenance		
Item No.	Description	Action By:
1		
2		



New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Integration of Schools into State and Local HMP's
Location of Meeting:	NJ Office of Planning Advocacy
Date of Meeting:	June 5, 2013

Attendees:	
Dan Kennedy	Office of Planning Advocacy
Jim Palmer	NJ Dept. of Education
Athena Sarafides	NJ DEP
Paul Miller	Tetra Tech

Agenda Summary: This meeting was requested by NJ Office of Planning Advocacy to discuss how to include educational facilities in State and Local Hazard Mitigation Plans. Mitigation actions were discussed that the NJ Department of Education can include in the State HMP Update. Current sheltering initiatives the department of Education is participating in conjunction with NJ Dept. of Human Services and Atlantic County OEM was also discussed. It was stressed that this initiative should be included in the SHMP update as a mitigation action item as well. Dan Kennedy discussed participation of education verbiage to be included in the scope of work on the State/Local agreements once a county is awarded a planning grant.

Item No.	Description	Action By:
1	Mitigation Actions (projects/initiatives) NJDOE can provide to SHMP Update (ex. participate in County hazard mitigation planning; develop database for every school in NJ that is identified as a "critical facility" or shelter; partner with County OEM's to survey schools regarding shelter capability; provide education to Superintendents about mitigation planning)	Jim Palmer
2	Include in State/Local Agreements after a County planning grant, as sample scope of work that addressed inclusion of schools and educational institutions. This initiative should also be included in the SHMP update as a mitigation action.	Dan Kennedy

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	State Hazard Mitigation Plan and EMAP Requirements							
Location of Meeting:	NJOEM Regional Operations Intelligence Center West Trenton, New Jersey							
Date of Meeting:	June 6, 2013							
Attendees:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">M. Augustinyak - NJOEM</td> <td style="width: 50%;">P. Miller – Tetra Tech</td> </tr> <tr> <td>J. Weldin – NJOEM</td> <td>A. Miskiman – Tetra Tech</td> </tr> <tr> <td>L. Nerbetski – NJSP ROIC TF</td> <td></td> </tr> </table>		M. Augustinyak - NJOEM	P. Miller – Tetra Tech	J. Weldin – NJOEM	A. Miskiman – Tetra Tech	L. Nerbetski – NJSP ROIC TF	
M. Augustinyak - NJOEM	P. Miller – Tetra Tech							
J. Weldin – NJOEM	A. Miskiman – Tetra Tech							
L. Nerbetski – NJSP ROIC TF								
Agenda Summary: This meeting was conducted to discuss EMAP requirements/compliance and the State Hazard Mitigation Plan, specifically consequence analysis.								
Item No.	Description	Action By:						
1	Consequence Analysis – A requirement for EMAP is for the state hazard mitigation plan to include a consequence analysis. At this meeting, it was offered that the ROIC Task Force and Mike Augustyniak can provide subject matter expertise with regard to the consequent analysis portion of the state hazard mitigation plan.	Tetra Tech to coordinate with above individuals regarding the consequence analysis portion of the plan.						
2								

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:		Mitigation Core Team (MCT) Meeting
Location of Meeting:		NJOEM Regional Operations Intelligence Center West Trenton, New Jersey
Date of Meeting:		June 18, 2013
Attendees: M. Achey – NJFFS W. Edwards – NJFFS H. Rancan – NJGWS W. Graff – NJGWS S. Sagnip – OMB D. Robinson – S. Climatologist G. Spellmeyer – OAG J. Ruggeri – DEP M. Gallagher – OEM B. Waugh – OEM K. Lear – OEM H. Wolf – FEMA K. Hartopf – OPA S. Blick - DEP J. Burns – Tres. S. Henderson – OEM Planner P. Miller – Tetra Tech A. Miskiman – Tetra Tech		
Agenda Summary: This meeting was conducted to discuss and make decisions on various planning elements listed below. An update on the plan development was discussed, introductions were made and agenda items were discussed.		
Item No.	Description	Action By:
1	Define Planning Teams – 44 CFR planning process description was discussed and MCT defined the Plan Development Team (PDT); the Mitigation Core Team (MCT) and the State Hazard Mitigation Team (SHMT) as per the handout.	N/A
2	Share Point Website – The site was viewed via internet to showcase the calendar, documents library and contact list of MCT and SHMT members. All members confirmed that they have access but would like a email advising of the URL.	Tetra Tech- P. Miler to send email to members listing website address and log in procedures
3	Schedule – Discussion and decisions were made regarding MCT monthly calls and meetings. Calls will occur on the first Tuesday of the month at 9:30 AM. Meetings will be on the 3 rd Tuesday of the month at 10:00 AM at the ROIC. Share Point site calendar has listed dates and times. The next SHMT meeting is 9/10/13	Tetra Tech- P. Miller will send out reminders to members ref. calls and meeting dates and times.
4	Human Caused Hazard Identification – The below human caused hazards was decided to be included in the plan update: Animal Disease Events; Civil Unrest; Crop Failure; Fishing Failure; Hazardous Substances – Fixed Sites/Transportation/Off Shore; Nuclear Hazard Issues; Pandemic; Power Outages; Terrorism; Cyber Attack; Economic Collapse	N/A
5	Definition of State Critical Facility – Much discussion was had on this topic. The requirement for 44 CFR was discussed regarding inclusion of the State owned or operated buildings, critical facilities and infrastructure located in identified hazard areas. For State owned or operated buildings, Tetra Tech will utilize the LBAM database from OMB. It was suggested that an email be sent out to OHSP requesting	Tetra Tech – A. Miskiman, P. Miller will conduct additional outreach to OHSP ref. critical facility defination and possible database. They will also explore and conduct

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	comment on definition of critical facilities and any available data. Any “best available” data that is gathered by July 2 nd will be utilized for the plan. The MCT will finalize the state owned critical facility definition on the July 2 nd conference call. The MCT will also finalize critical facility type.	outreach with other State agency GIS specialists for critical facility types discussed. S. Sagnap – Will provide updated LBAM database prior to July 2 nd meeting if a new version should be used for the risk assessment.
6.	Hazard Risk Assessment Methodology – discussed and MCT approved of vulnerability assessment (loss estimation) methodology for natural hazard analysis.	N/A
7.	Strategy Progress Update Tool – This Excel tool was presented to the MCT for discussion and utilization to update action status from the 2011 plan. It is also to be used to populate and capture new action items from each State Agency. This tool is posted on SharePoint and will be distributed to MCT via email. The updated Strategy Progress Tool is due to Tetra Tech on July 15 via email and will be discussed at the July 16 th MCT meeting.	MCT, State Agency Representatives and contractor
8.	State Capability Assessment – This tool was presented to the MCT for discussion and utilization to update state agency, partner or stakeholder capabilities and obtain additional information from new units, departments or organizations that contribute to hazard mitigation in the state. This tool is posted on SharePoint and will be distributed to each agency listed in the plan. This tool is to be updated and submitted to Tetra Tech on July 15 via email and will be discussed at the July 16 th MCT meeting.	Tetra Tech to distribute tool to respective partners, agencies and organizations
9.	Review and Finalize Goals and Objectives – Goals and Objectives from the 2011 plan with suggestions were provided to MCT for review. MCT was advised that goals and objectives will be discussed during the July 2 nd conference call.	MCT, Tetra Tech
10.	Outreach – Stakeholders list was reviewed and approved by MCT. The academia involved in the plan was discussed and showcased for the MCT. On August 7 th a presentation to the County Coordinators will be given regarding the State Hazard Mitigation Plan.	N/A
11.	SHMP Lead Reviewers - Lead reviewers for the plan update were discussed and finalized. A comment review tool was also displayed and provided to obtain comments from SME’s for the leads. The worksheet has been populated with leads for each section of the plan.	N/A
12.	Proposed Next Calls and Meetings: Discussed and below dates were established and confirmed. Calls: July 2, August 6, September 3	N/A

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	MCT Meetings: July 16, August 20, September 10 (SHMT), October 1	
13.	<p>Critical Due Dates: Discussed and established as noted below.</p> <p>Mitigation Action Status Update: July 16, 2013</p> <p>State Capability Assessment: July 16, 2013</p> <p>First Draft Plan: October 1</p> <p>MCT Comments: October 18</p> <p>Second Draft: November 15</p> <p>SHMT Comments: November 26</p>	ALL



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 MITIGATION CORE TEAM
 SIGN-IN SHEET
 MEETING DATE: June 18, 2013, 10:00 AM

Name	Title	Agency	Email	Phone Number
M. ACHERY JR	FOREST FIRE WARDEN	NJFFS		
Howard Wolf	FEMA	FEMA		
Helen Rangan	Sec. Chief	NJBWS		
William Graff	Sec. Chief	NJAWS		
Stew Sagnip	MIS II	TREAS - OM B		
Dave Robinson	State Climatologist	Office of the NJSC Rutgers		
Greg Spellmeyer	Deputy Attorney General	NJ OAG		
JOSEPH RUGGERI	SUPERVISING ENGINEER	NJDEP		
William P. Edwards	Forest Fire Warden	NJFFS		
MICHAEL GANNAGHER	NJSP MITIGATION UNIT	NJDEM		
BRADLEY WRIGHT	NJSP	NJDEM		
Kathy Lear	NJDEM Principal Planner	NJSP-DEM		

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Meeting with GORR, NJ OPA, NJOEM											
Location of Meeting:	State House, West Trenton, NJ											
Date of Meeting:	June 25, 2013											
Attendees:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">D. Kennedy – OPA</td> <td style="width: 50%;">A. Miskiman – Tetra Tech</td> </tr> <tr> <td>E. Daleo – GORR</td> <td>J. Raser – Tetra Tech</td> </tr> <tr> <td>D. Morris – GORR</td> <td>P. Miller – Tetra Tech</td> </tr> <tr> <td>M. Gallagher – NJOEM</td> <td></td> </tr> <tr> <td>B. Waugh – NJOEM</td> <td></td> </tr> </table>		D. Kennedy – OPA	A. Miskiman – Tetra Tech	E. Daleo – GORR	J. Raser – Tetra Tech	D. Morris – GORR	P. Miller – Tetra Tech	M. Gallagher – NJOEM		B. Waugh – NJOEM	
D. Kennedy – OPA	A. Miskiman – Tetra Tech											
E. Daleo – GORR	J. Raser – Tetra Tech											
D. Morris – GORR	P. Miller – Tetra Tech											
M. Gallagher – NJOEM												
B. Waugh – NJOEM												
<p>Agenda Summary: This meeting was conducted to discuss FEMA Mitigation Plan requirements (standard and enhanced), the risk assessment, discuss critical facilities, discuss letters of intent for potential HMGP planning and projects and discuss HMGP funding for the continuation of updating the state hazard mitigation plan.</p>												
Item No.	Description	Action By:										
1	FEMA Mitigation Plan and Status – A description of the planning process and types of mitigation plan was presented to attendees. It was stressed that the GORR can provide support for this planning process especially providing Hurricane Sandy information and data.	Tetra Tech to provide D. Morris (GORR) XO-115 and SHMT list.										
2	Risk Assessment – The risk assessment process was described to attendees with an emphasis on state owned critical facilities. Sea level rise hazard was discussed as well as proposed goal and objectives.	Tetra Tech to provide D. Morris Goals and Objectives for plan update.										
3	HMGP Projects – Letters of Intent for DR 4086 HMGP funds was discussed. Discussion was also had on providing funding for the next update of the State Hazard Mitigation Plan.	N/A										

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Meeting with Governor's Office of Rebuilding and Recovery (GORR)	
Location of Meeting:	State House, West Trenton	
Date of Meeting:	July 1, 2013	
Attendees: D. Morris –GORR E. Daleo – GORR V. Mekles – GORR M. Ruggles – GORR P. Miller – Tetra Tech A. Miskiman – Tetra Tech		
Agenda Summary: This meeting was conducted with the four GORR leads to obtain information about the Hurricane Sandy Workgroups being coordinated with the GORR and those State agencies involved. It was also to discuss implementation of the Capabilities Review Worksheet. The SHMP goals and objectives were also discussed. Discussion was made regarding a GORR write up for the plan.		
Item No.	Description	Action By:
1	Workgroups – Each GORR lead provided information on their respective workgroup for Hurricane Sandy. A Capability Review Worksheet will be provided to each workgroup lead to facilitate completion by each Workgroup.	Tetra Tech to develop email to send to GORR lead for dissemination to respective workgroups.
2	Capabilities Worksheet – The capabilities worksheet was discussed to determine if the GORR should complete same. It was decided that the GORR will not be completing a Capabilities Review worksheet and that state agency leads should continue to provide this information. The GORR also advised that should we run into any difficulty with obtaining the information, that they would be happy to assist.	N/A
3	Goals and Objectives Review – Discussion was had and it was advised that goals and objectives finalized by the MCT and SHMT should be provided to the Governor's Policy Office and "signed off".	Tetra Tech to ensure when MCT approves of goals and objectives, same be provided to Governor's policy office.
4	GORR Write Up for Plan – It was suggested that the GORR provide a "write up" to include in the state plan.	D. Morris of GORR to provide information.

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Mitigation Core Team (MCT) Meeting	
Location of Meeting:	Conference Call	
Date of Meeting:	July 2, 2013	
Attendees:	G. Spellmeyer – OAG K. Patel – DEP M. Gallagher – OEM B. Waugh – OEM H. Wolf – FEMA	K. Hartopf – OPA D. Kennedy - OPA P. Miller – Tetra Tech A. Miskiman – Tetra Tech
<p>Agenda Summary: This conference call was conducted to finalize the definition of a critical facility and identify critical facility types, review and finalize goals and objectives, review the Mitigation Action Workbook Excel program and to review outreach to stakeholders. Assignments for critical due date of July 16th were stressed.</p>		
Item No.	Description	Action By:
1	Critical Facility Definition and Types – current proposed definition of a state owned critical facility was discussed. Suggestions were made and documented. It was approved that a definition of a state owned critical facility and types would be the first agenda item and finalized at the July 16 th MCT meeting.	Tetra Tech – produce final definition and types for approval at MCT meeting on July 16.
2	Update of LBAM Data Received – Current data received was discussed with the MCT. It was noted that Tetra Tech will attempt to obtain additional updated information from other sources.	Tetra Tech- P. Miller, A. Miskiman to request data from NJ Transit, NJ DOT and NJSP.
3	Goals and Objectives – Goals and Objectives were discussed and suggestions were made regarding verbiage.	Tetra Tech- P. Miller, A. Miskiman will incorporate suggestions for approval at MCT meeting on July 16.
4	Mitigation Action Workbook – This Excel program was reviewed and it was stressed that each agency update their mitigation action items.	Agencies and leads will provide an updated Mitigation Action Workbook at the MCT meeting on 7/16
5	Stakeholder Outreach – Current stakeholder outreach was discussed to include academia and County Offices of Emergency Management.	Tetra Tech – will be meeting with Rutgers and attending the County Coordinators meeting in August regarding the SHMP.
13.	Critical Due Dates: Discussed and established as noted below. Mitigation Action Status Update: July 16, 2013 State Capability Assessment: July 16, 2013	ALL

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	First Draft of Plan: October 1 MCT Comments: October 18 Second Draft of Plan: November 15 SHMT Comments: November 26	
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New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Meet with Homeland Security Branch Commander	
Location of Meeting:	NJSP Division Headquarters West Trenton, New Jersey	
Date of Meeting:	July 10, 2013	
Attendees: J. Hatfield – Lieutenant Colonel A. Mazzeo – Tetra Tech G. Brunelle – Tetra Tech P. Miller – Tetra Tech		
Agenda Summary: This meeting was conducted to discuss the latest developments of the State Hazard Mitigation Plan with Lieutenant Colonel Hatfield. LTC Hatfield is ultimately responsible for the plan being submitted to FEMA in a timely manner. Discussion was had about obstacles, strengths, support and participation of NJOEM with the planning process. Participation of other state agencies, partners and stakeholders was also discussed. EMAP requirements were discussed to ensure the plan and the state remain EMAP compliant.		
Item No.	Description	Action By:

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:		Mitigation Core Team (MCT) Meeting
Location of Meeting:		NJOEM Regional Operations Intelligence Center West Trenton, New Jersey
Date of Meeting:		July 16, 2013
Attendees: M. Achey – NJFFS W. Graff – NJGWS S. Sagnip – OMB D. Robinson – S. Climatologist P. Callahan – NJOEM J. McBride – NJOEM rep G. Spellmeyer – OAG J. Ruggeri – DEP J. Palmer – DOE K. Hartkopf – OPA K. Muessig – DEP H. Wolf – FEMA D. Kennedy - OPA P. Miller – Tetra Tech A. Miskiman – Tetra Tech S. Henderson – OEM Planner N. Cardinali – DOT		
Agenda Summary: This meeting was conducted to finalize the definition of a critical facility and infrastructure, finalize goals and objectives and provide an update of the mitigation actions/initiatives and the capability assessment.		
Item No.	Description	Action By:
1	Schedule – Plan update is moving forward as scheduled. The GORR has requested NJOEM to delay the submittal of the final draft plan to the MCT and SHMT until December 6, 2013. Draft sections of the plan will continue to be developed, reviewed and updated. A complete draft plan will be submitted to NJOEM on December 6, 2013.	N/A
2	Critical Facility and Infrastructure – After discussion amongst the team, the definition of a critical facility was completed.	N/A
3	Goals and Objectives – After discussion amongst the team, goals and objectives were accepted and completed.	N/A
4	Mitigation Action Status Update – A status of mitigation action items and initiatives was presented to the team. All members were reminded as to the importance of updating the old and establishing new mitigation actions.	Tetra Tech – to work with agencies having difficulty with mitigation action status update
5	Capability Assessment Status – A status of returned capability assessments was presented to the team. All members were reminded to return their capability assessment ASAP.	Tetra Tech – to work with agencies having difficulty with capability assessment update. Reminder emails to be sent out to non-respondents
6.	Next Steps – Presentation of Risk Assessment, New Mitigation Actions, Action Prioritization, Plan Manitenance	Tetra Tech – prepare for SHMT meeting 9/24/13

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Meeting Bloustein School at Rutgers University	
Location of Meeting:	Rutgers Campus, New Brunswick, NJ	
Date of Meeting:	July 11, 2013	
Attendees:	Dr. Hank Mayer - Rutgers J. Rovito - Rutgers A. Miskiman – Tetra Tech P. Miller – Tetra Tech	
Agenda Summary: This meeting was conducted with Rutgers University regarding the Bloustein School projects, initiatives and available data to support the SHMP.		
Item No.	Description	Action By:



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
MITIGATION CORE TEAM
SIGN-IN SHEET
MEETING DATE: July 16, 2013, 10:00 AM

Name	Title	Agency	Email	Phone Number
Paul Miller		TetraTech	paul.miller@	
Alicia Miskimann	Haz Mat Specialist	TetraTech		
MICHAEL ACHRY	FIRE WARDEN	NJFFS		
KARL MUESSIG	STATE GEOLOGIST	NJGWS, DEP		
WILLIAM GRAY	Section Chief	NJEMS, DEP		
NOREEN CARDINALE	SECTION CHIEF, DEM	NJ DEPT TRANS		
Greg Spellmeyer	Deputy Attorney General	NJ OAG		
PAT CALLAHAN	Recovery Bure. Chief	NJSSP		
Tim McILAR	Recovery Bure. Consultant	NJSSP		
Steve Sargent	Mgmt Impact Spec	TREASURY OMB		
Jim Palmer	Director, Project Mgmt	Dept of ED		
Karl Hartkopf	Pfiredow, Research	Dept State Planning		



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 MITIGATION CORE TEAM
 SIGN-IN SHEET
 MEETING DATE: July 16, 2013, 10:00 AM

Name	Title	Agency	Email	Phone Number
Howard Woy	FEMA	Reg II		
Dave Robinson	State Climate Office Rutgers - State Climatologist	ONJSC - Rutgers		
Dan Kennedy	DOS - OPA			
JOSEPH RUGGERI	State NFIP Coordinator	NJDEP		

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Tetra Tech (Tt) and Office of the New Jersey State Climatologist (ONJSC) Meeting
Location of Meeting:	Rutgers University – Livingston Campus, Lucy Stone Hall Livingston, New Jersey
Date of Meeting:	July 24, 2013

Attendees:
D. Robinson – State Climatologist
Dan - ONJSC
Matt - ONJSC
A. Miskiman – Tetra Tech
H. Apgar – Tetra Tech

Agenda Summary: This meeting was conducted to discuss the data available and make decisions on the information to include on the natural hazards for the risk assessment sections of the state plan. The capability assessment and new mitigation action sheet was discussed as well.

Item No.	Description	Action By:
1	Flood – ONJSC can provide Tt with precipitation data for specific events. State-wide maps of precipitation totals for specific events can also be created and provided to Tt. ONJSC also has flash flood data. Tt stated that events from the last three years (2008 to Dec. 31, 2012) need to be included in the natural hazard profiles.	Tetra Tech – A. Miskiman and H. Apgar to decide on what events Tt will need data for from ONJSC. ONJSC – Staff will provide Tt with the necessary data requested.
2	Extreme Temp – ONJSC provided Tt with an article regarding extreme heat and the City of Newark. Tt asked ONJSC how heat waves and extreme cold events should be defined. It was agreed that for heat events, any 90°F + days will be looked at. The frequency of 100°F should be looked at as well. ONJSC can provide maps for a particular day to include in the hazard profile write-ups. All maps from ONJSC will be standardized before providing to Tt. Tt should include the July 24 011 event (one of top 5 warmest Julys on record). ONJSC can provide Tt with a map of this event. For cold events, days of ≤10°F should be looked at due to the impact it can have on infrastructure, energy demands, health, etc.	Tetra Tech – Tt will request data and maps from ONJSC for specific events. ONJSC – Staff will provide Tt with a table of events that include days of ≥90°F and days ≤10°F. Staff will also provide record high and low events for the state. A map of the July 24, 2011 map with temps across state (stations).
3	Hurricane/Tropical Storm – ONJSC has a list of named storms within 400 miles of NJ and has precipitation totals at weather station locations. This list can be modified for a smaller distance. Information regarding sustained winds can vary from station to station because some use 3 minute sustained winds while others use 5 minute sustained winds; the type of weather station; and the	Tetra Tech – Tt will request information for specific events. ONJSC – Staff will provide the top 50 rainstorms data. Staff will include standardized

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	location of the weather station. For wind gusts, ONJSC uses 2-second peak gusts. Tt indicated that 3-second peak gusts are used in modeling and ONJSC said that is okay. ONJSC has a list of the top 50 rainstorms in NJ (average of multi-day totals for rain events). For Hurricane Sandy, most of ONJSC's information is in their October narrative that is posted on the website.	maps for Sandy (precipitation, pressure and wind – with disclaimers); and Irene (precipitation).
4	Tornado – ONJSC can provide a database of all events. The database is similar to the SPC data that Tt has, but Tt will compare both databases for any additional events.	ONJSC – Provide tornado database to Tetra Tech to cross-check with NOAA Storm Prediction Center data.
5	High Winds – ONJSC stated that downbursts and derchos definitions should be included in the hazard profile. These events have caused damages across the state. The Atlantic City Airport and Newark Airport are the only stations that have long-term data. Climate data publications have high wind events and speeds listed.	ONJSC – Dan to provide airport data for wind, thunderstorms and maybe hail.
6	Hail – ONJSC stated that Tt should use the SPC data for any tables, figures, etc.	Tetra Tech – Obtain information for hail from SPC. ONJSC – Dan will look into the hail data collected at Newark and Trenton airports.
7	TSTMs – ONJSC can provide Tt with hourly data for all airports and provide the highest wind gusts at these locations. ONJSC can update the number of TSTM days map that was in the 2011 state plan.	ONJSC – Provide an updated TSTM map and hourly data for all airports during storms.
8	Winter Storms – ONJSC can update the winter map that was in the 2011 state plan. It was agreed that the map will be for seasonal totals (July – June). ONJSC can also put together the average of winter storm totals either using all data or data from the last 30 years. It was suggested that Tt should discuss snow loads (information can be found on the CRREL website) and snow depths. Snow depth can be obtained from different stations across the state.	ONJSC – Provide an updated winter storm map with seasonal totals, record snowfall and record snow depths. Tetra Tech – To see what CREEL website has on snow loads.
9	Nor'Easters – Nor'Easters are based on specific storms. Tt needs to think about how to define and approach this profile. The Dolan-Davis scale that was included in the 2011 state plan is mainly based on storm surge and can be removed from the update. The NRCC has information regarding Nor'Easters on their website (ecws.eas.cornell.edu).	Tetra Tech – Obtain information from the NRCC site.

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	NJ County Coordinator's Meeting
Location of Meeting:	NJ USAR, Lakehurst Naval Station
Date of Meeting:	August 7, 2013

Attendees: See attached sign in sheet

Agenda Summary: This meeting was attended by Tetra Tech to provide an update of the State Hazard Mitigation Plan to all county coordinators (stakeholders). It was also requested of each county coordinator to complete a survey posted online. This is an opportunity to obtain feedback from all county coordinator regarding the SHMP.

Item No.	Description	Action By:
1	<p>Definition of State Hazard Mitigation Plan A Hazard Mitigation Plan provides the opportunity for state, county and local governments to engage in a systematic process to:</p> <ol style="list-style-type: none"> 1. Identify Hazards and Vulnerabilities 2. Establish Goals and Objectives 3. Identify Actions and Activities that can be taken to reduce losses from identified hazards 4. Establish a coordinated process to implement the plan, taking advantage of a wide range of existing resources 	N/A
2	<p>Stakeholders Stakeholders for State Hazard Mitigation Plan include:</p> <ol style="list-style-type: none"> 1. County Offices of Emergency Management 2. State Agencies (DEP, DCA, DOT, GORR, State Climatologist etc.) 3. Academia (Rutgers, Stockton, Stevens Institute, Rowan) 4. Non Profits (Pinelands, Highlands and Meadowlands Commission, Jacques Cousteau Reserve, etc) 	N/A
3	<p>Plan Update includes</p> <ol style="list-style-type: none"> 1. Updated Risk Assessment and Vulnerability Assessment 2. Updated Goal and Objectives 3. Updated Capability Assessments of Stakeholders to include State Agencies and Non-profits 4. Updated Mitigation Strategy 	N/A
4	<p>Resource for Counties Plan is a resource for counties:</p> <ol style="list-style-type: none"> 1. Serves as guidance document for counties and jurisdictions 	N/A

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	<ul style="list-style-type: none"> preparing a plan 2. Enhanced GIS database 3. Strengthened hazard background and information 4. Detailed risk analysis of high risk areas with new mapping information 	
5	Survey located at: http://www.surveymonkey.com/s/8V5VT6K	All counties to complete survey by August 20, 2013
6	County Feedback will be utilized to: <ul style="list-style-type: none"> 1. Understand how the State HMP can better serve counties 2. Review/update hazards of concern for each county 3. Obtain strategies and ideas on public outreach methods 4. Obtain current links to county plans for NJOEM website 	N/A



**NJ OEM Coordinators' Meeting - August 7, 2013
NJ-TF1/USAR Lakehurst Headquarters**

Sign In Sheet

NAME	AGENCY	EMAIL
John M. Ligan	NJOEM	
ORLANDO RAMOS	NJOEM	
MARCO SINATRA	NJOEM	
John Ferguson	Mic OEM	
DOUG LEMANOWICZ	NJSP USAR	
PAUL KARAKIM	NJSP USAR	
EUGENE WAISH	NJTF1	
Kevin Stewart	NJTF-1	
CHARLES WEBSTER	OCSD - OEM	
John Kirwin	OCSD - OEM	
KOD BOWMAN	NJCHSP	
BILL HUNT	WARREN CO. OEM	
Greg DePaul	NJOEM	
Shannon Snook	SCOEM	
CATHY MOLDEWATER	NJOEM	
Dennis Dura	NJDHS	
TJ Wagner	NJOEM	
BRAYDEN FAHEY	HCOEM	
Craig Johnson	OCSD OEM	
VINCENT JACKSON	NJSP	
Mike Oppressant	Mohamud	
Margaret Munnare	Monmouth	
Sam Spind	Camden County	
KEVIN BROWN	NJ OEM	
KEVIN TUNO	Burl Co OEM	
BRYAN BURNHAM	NJOEM	
BILL CHANEY	NJOEM	
Ronald Roberts	NJOEM	
Matthew Zienkewicz	Bergen Co OEM	

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Mitigation Core Team (MCT) Meeting	
Location of Meeting:	NJOEM Regional Operations Intelligence Center West Trenton, New Jersey	
Date of Meeting:	August 20, 2013	
Attendees:	G. Spellmeyer – OAG J. Ruggeri – DEP D. Pasicznyk – DEP S. Henderson – OEM Planner K. Lear – OEM H. Wolf – FEMA	K. Hartopf – OPA J. Burns – Tres. A. Miskiman – Tetra Tech C. Bianco – Tetra Tech P. Miller – Tetra Tech
<p>H. Rancan – NJGWS K. Lear - NJOEM S. Sagnip – OMB D. Robinson – S. Climatologist D. Kennedy – DOS/OPA M. Siekerka - NJDEP</p>		
<p>Agenda Summary: This meeting was conducted to provide the MCT an update of the plan to include data received and outreach conducted; stress the importance of the submission of mitigation action updates and capability assessments; and to discuss program integration and plan maintenance. A proposed meeting of the MCT and SHMT was approved and scheduled for September 24, 2013.</p>		
Item No.	Description	Action By:
1	Calls and Meetings – Next MCT call will be held September 10, 2013. The next MCT meeting will include the State Hazard Mitigation Team and will be held on September 24, 2013. Logistics are being coordinated with NJOEM. This meeting will discuss risk assessment results and new mitigation actions and prioritization.	Tetra Tech – P. Miller to coordinate with NJOEM logistics for meeting on 9-24 and send out notice.
2	Map Template – A map template was shown to MCT. Layout and graphics were presented. No comments were made about the layout. Font size was suggested to be increased. Further coordination will be had with Karl Hartkopf, Tom Rafferty and Brad Mason of GORR.	Tetra Tech - A. Miskiman to send map template to T. Rafferty of NJOEM and Brad Mason of GORR for comment.
3	Outreach Update – Discussion regarding the extended outreach being conducted: academia and NJ County Emergency Management Coordinators. It was also mentioned to NJOEM about their attendance at the NJAFM Conference in October regarding the State Hazard Mitigation Plan. Tetra Tech will be presenting at NJAFM on the State Hazard Mitigation Plan status.	Tetra Tech- P. Miller to follow up with NJOEM ref. participation in NJAFM conference.
4	Capability Assessment and Mitigation Action Status – Data received and due was discussed.	Tetra Tech – P. Miller to continue outreach with Port Authority of NYNJ
5	Program Integration – Discussion regarding state agency program integration; what was included in the 2012 plan update, changes, additions for this plan.	Tetra Tech – Discuss updated procedures by ESF leads. MCT – Consider including mitigation success stories in plan.

New Jersey Hazard Mitigation Plan Update Meeting Minutes

6	Plan Maintenance – Plan maintenance was discussed and it was decided that a sub-committee be established to coordinate the plan maintenance section. This sub-committee will consist of NJOEM, DEP and DOS/OPA.	Tetra Tech will draft plan maintenance procedure and provide to sub-committee for further development and comment.
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New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Mitigation Core Team (MCT) Meeting	
Location of Meeting:	Conference Call	
Date of Meeting:	September 6, 2013	
Attendees: D. Kennedy - OPA M. Putnam – DEP K. Muessig – DEP C. Testa – NJOEM P. Miller – Tetra Tech		
Agenda Summary: This conference call was conducted to provide comment on the Draft Plan Maintenance Section. Participants on this call are MCT members who agreed to review and provide comment to the plan maintenance section. It was discussed and agreed upon that the draft lacks ownership and does not identify a responsible agency or unit. Close coordination will be conducted with the NJOEM Mitigation Unit Manager and the draft will be updated and presented to the MCT on September 10 during the scheduled conference call.		
Item No.	Description	Action By:

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Mitigation Core Team (MCT) Meeting																
Location of Meeting:	Conference Call																
Date of Meeting:	September 10, 2013																
Attendees:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">M. Achey – NJFFS</td> <td style="width: 33%;">D. Kennedy - OPA</td> <td style="width: 33%;">P. Miller – Tetra Tech</td> </tr> <tr> <td>W. Graff – NJGWS</td> <td>J. Ruggeri – DEP</td> <td>J. Raser – Tetra Tech</td> </tr> <tr> <td>S. Sagnip – OMB</td> <td>N. Cardinali – DOT</td> <td></td> </tr> <tr> <td>D. Robinson – S. Climatologist</td> <td>C. Testa - NJOEM</td> <td></td> </tr> <tr> <td></td> <td>B. Boros - DEP</td> <td></td> </tr> </table>		M. Achey – NJFFS	D. Kennedy - OPA	P. Miller – Tetra Tech	W. Graff – NJGWS	J. Ruggeri – DEP	J. Raser – Tetra Tech	S. Sagnip – OMB	N. Cardinali – DOT		D. Robinson – S. Climatologist	C. Testa - NJOEM			B. Boros - DEP	
M. Achey – NJFFS	D. Kennedy - OPA	P. Miller – Tetra Tech															
W. Graff – NJGWS	J. Ruggeri – DEP	J. Raser – Tetra Tech															
S. Sagnip – OMB	N. Cardinali – DOT																
D. Robinson – S. Climatologist	C. Testa - NJOEM																
	B. Boros - DEP																
<p>Agenda Summary: This conference call was conducted to provide the MCT with a status of plan update, provide the plan maintenance section for review, decide on the map template and stress the return of mitigation capabilities and actions. The map with bordering states and the Atlantic Ocean was decided to be utilized for the plan update. All call participants were reminded of the State Hazard Mitigation Team meeting scheduled for September 24, 2013 at NJSP Headquarters, Log Cabin.</p>																	
Item No.	Description	Action By:															

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	State Hazard Mitigation Team (SHMT) Meeting		
Location of Meeting:	NJSP Headquarters Log Cabin West Trenton, New Jersey		
Date of Meeting:	September 24, 2013		
Attendees:	G. Spellmeyer – OAG	C. Testa – NJOEM	R. Obrien - DOBI
M. Achey – NJFFS	J. Ruggieri – DEP	P. Miller – Tetra Tech	M. Bryant – NJOEM
W. Graff – NJGWS	K. Luckie – DCA	A. Miskiman – Tetra Tech	D. Schleifer – NJ OIT
S. Sagnip – OMB	K. Hartkopf – OPA	S. Henderson – OEM Planner	J. Raser – Tetra Tech
D. Robinson – S. Climatologist	K. Muessig – DEP	K. Lear - NJOEM	
G. Haplea – OHSP	H. Wolf – FEMA	D. Dura - DOH	
B. Solomon – NJ OAG			
<p>Agenda Summary: On this date, the State Hazard Mitigation Team met to discuss the State Hazard Mitigation Plan. Discussion was had on topics including: Plan development schedule; Outreach and Participation, Goals and Objectives; Plan Maintenance; Risk Assessment Overview, Past Mitigation Actions; New Mitigation Action Development and Mitigation Action Prioritization. A CD was provided to each agency with data/tools to allow agencies to update their Capability Assessments, update past and create new mitigation actions, prioritize new actions and review state facility exposure. A list of Lead Reviewers of Sections and portions of the plan is also included.</p>			
Item No.	Description	Action By:	
1.	Schedule – Plan update is moving forward as scheduled. Lead section reviewers were reminded of their responsibility to ensure each section or portion of the plan has been reviewed by subject matter experts or lead agency representatives. A draft plan is expected to be presented to the MCT by November 15, 2013. A complete draft plan will be submitted to SHMT, GORR and Governor’s Office on December 16, 2013.	N/A	
2.	Outreach and Participation – The vast amount of outreach and stakeholder participation to include academia was discussed with the SHMT.	N/A	
3.	Goals and Objectives – The current goals and objectives were presented to the SHMT. After discussion amongst the group, it was decided to add a Goal 6 and objectives. Tetra Tech will send out email with revisions/additions discussed to all SHMT members. SHMT members will provide comments back to Tt by October 4. Goals and objectives will be finalized during October 8 SHMT/MCT conference call.	Tt to send revised Goals and Objectives in an email SHMT. SHMT members will provide comment by October 4.	
4.	Plan Maintenance – The plan maintenance section of the plan was provided to the SHMT and all members approved of the section.	N/A	
5.	Risk Assessment – All hazards of concern were presented to the SHMT. A list of critical facilities and infrastructure included in the plan	N/A	

New Jersey Hazard Mitigation Plan Update Meeting Minutes

	was reviewed as well as the source of the data. The methodology being used was discussed and the supporting agencies were mentioned.	
6.	Capability Assessments – All stakeholders and SHMT were reminded to update and submit their capability assessment and return to Tetra Tech. All capability assessments and a guide were included with the CD distributed to SHMT members.	SHTM – complete capability assessment
7.	Mitigation Actions and Prioritization – The importance of updating past and creating new actions was stressed with the SHMT. It was decided that each agency with existing (2011) actions will be sent a new workbook which has two worksheets entitled 1) Agency_ACTIONS and 2) Agency_PRIORITIZE. Two tools were presented to the SHMT to utilize for prioritization. An example project identification and prioritization exercise was conducted with the SHMT.	Tetra Tech – create new workbook and send to SHMT members, schedule a webinar on October 2 nd and advise SHMT members. SHMT – complete mitigation action worksheets and submit by October 10.



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 State Hazard Mitigation Team Meeting - SHMT
 SIGN-IN SHEET
 MEETING DATE: September 24, 2013 10:00 AM

Name	Email	Title	Agency/Department	Phone Number
Shirley M. Henderson		Hm Planner	NJDEM/WO	
Angela Weir		Hm Specialist	NJDEM/WO	
Kashy Lew		Principal Planner	NJDEM	
Mike Pachey			NJFF	
Gene Hoyle		St. P. Planner	NJ OHSP	
Doug Schleifer		GIS Specialist	NJ OIT	
BRUCE SALOMAN		AG SUPERVISING ENGINEER	OAG	
JOSEPH RUGGERI			NJ DEP	
Kevin Luckie		Asst. Dir.	NJ DCA	
HOWARD WOLF		NS Gov Planner	FEMA	



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 State Hazard Mitigation Team Meeting - SHMT
 SIGN-IN SHEET
 MEETING DATE: September 24, 2013 10:00 AM

Name	Email	Title	Agency/Department	Phone Number
Dave Robinson		State climatologist	Rutgers	
Steven Seaman		NJSEA	TREAS - OMB	
Chris Testa		Mt. Und. Mgr	NJOEM	
Kay Hartkopf		Dir. Research	OPA Planning	
William Craft		Act Chief	DEP / NJFWS	
KARE MURSIG		STATE GEOLOGIST	DEP / NJGS	
Dennis Dava		Asst Dir	DHS	
RICH O'BRIEN		ENJWS DIRECTOR	DOBI	
Matthew Bryant		Engineer	NJOEM	
Greg Spellman		Deputy Attorney General	CAG	



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 State Hazard Mitigation Team Meeting - SHMT
 SIGN-IN SHEET
 MEETING DATE: September 24, 2013 10:00 AM

Name	Email	Title	Agency/Department	Phone Number
Shirley M. Henderson		Hm Planner	NSDEM/WO	
Amelia Weir		Hm Specialist	NSDEM/WO	
Kathryn Lear		Principal Planner	NSDEM	
Mike Pachey			NSDFF	
Gene Hogler		St. P. Planner	NSDASP	
Tony Schleifer		GIS Specialist	NJ OIT	
BRUCE SALOMAN		AG SUPERVISING ENGINEER	OAG	
JOSEPH RUGGERI			NJDET	
Kevin Luckie		Project Point	NJ DCA	
HOWARD WOLF		NS Gov Planner	FEMA	



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 State Hazard Mitigation Team Meeting - SHMT
 SIGN-IN SHEET
 MEETING DATE: September 24, 2013 10:00 AM

Name	Email	Title	Agency/Department	Phone Number
Dave Robinson		State climatologist	Rutgers	
Steven Scarpino		NJSEA	TREAS - OMB	
Chris Testa		Mt. Und. Mgr	NJOEM	
Kay Hartkopf		Dir. Research	OPA Planning	
William Craft		Act Chief	DEP / NJEMS	
KARL MERSIG		STATE GEOLOGIST	DEP / NJEMS	
Dennis Dura		Asst Dir	DHS	
RICH O'BRIEN		NJ'S INS DIRECTOR	DOBI	
Matthew Bryant		Engineer	NJOEM	
Greg Spellman		Deputy Attorney General	OAG	

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Cross Agency Leadership Team Meeting
Location of Meeting:	NJ DEP East State Street, Trenton
Date of Meeting:	February 19, 2014

Attendees:

M. Siekerka – NJDEP	B. Boros - NJDEP
C. Testa – NJOEM	J. Gray – NJDEP
T. Nolino – GORR	P. Miller – Tetra Tech
G. Gelta- NJOEM	A. Miskiman – Tetra Tech
J. Milligan - NJOEM	
S. Henderson – NJOEM	

Agenda Summary: This meeting was conducted with representatives of the Governor’s Office, NJ DEP and NJ OEM to discuss an updated schedule regarding the submission of the SHMP to FEMA. Additionally, edits and revisions were to be reviewed and discussed. The Cross-Agency Leadership Team final recommended revisions and edits were not compiled in time for this meeting and it was decided that another meeting will be held some time next week. A public comment period was mentioned and further information will be had at the Cross Agency Leadership Team meeting next week.

Item No.	Description	Action By:
	See above	

New Jersey Hazard Mitigation Plan Update Meeting Minutes

Purpose of Meeting:	Cross Agency Leadership Team Meeting													
Location of Meeting:	NJ DEP East State Street, Trenton													
Date of Meeting:	February 24, 2014													
Attendees:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">M. Siekerka – NJDEP</td> <td style="width: 50%;">J. Gray – NJDEP</td> </tr> <tr> <td>C. Testa – NJOEM</td> <td>T. Cunningham – Governor’s Office</td> </tr> <tr> <td>T. Nolino – GORR</td> <td>P. Miller – Tetra Tech</td> </tr> <tr> <td>J. Haidacher- NJOEM</td> <td>A. Miskiman – Tetra Tech</td> </tr> <tr> <td>S. Henderson – NJOEM</td> <td></td> </tr> <tr> <td>B. Boros - NJDEP</td> <td></td> </tr> </table>		M. Siekerka – NJDEP	J. Gray – NJDEP	C. Testa – NJOEM	T. Cunningham – Governor’s Office	T. Nolino – GORR	P. Miller – Tetra Tech	J. Haidacher- NJOEM	A. Miskiman – Tetra Tech	S. Henderson – NJOEM		B. Boros - NJDEP	
M. Siekerka – NJDEP	J. Gray – NJDEP													
C. Testa – NJOEM	T. Cunningham – Governor’s Office													
T. Nolino – GORR	P. Miller – Tetra Tech													
J. Haidacher- NJOEM	A. Miskiman – Tetra Tech													
S. Henderson – NJOEM														
B. Boros - NJDEP														
<p>Agenda Summary: This meeting was conducted with representatives of the Governor’s Office, NJ DEP and NJ OEM to discuss the final redline review/edits of the plan. At this meeting, all revisions/edits were discussed at the table and final revisions were noted to be made. Also discussed was the public comment period in parallel with the FEMA review. Technical capability was discussed with obtaining public comment and incorporation into the plan.</p>														
Item No.	Description	Action By:												
	Address the remaining outstanding revisions and formatting for submission to FEMA. Send back to the Cross-Agency Leadership Team for final review by February 26, 2014.	Tetra Tech												
	Cross-Agency Leadership Team to review final plan and advise of any additional changes or ready to submit to FEMA.	Cross-Agency Leadership Team												



STATE OF NEW JERSEY, STATE HAZARD MITIGATION PLAN UPDATE
 CROSS-AGENCY LEADERSHIP TEAM MEETING
 SIGN-IN SHEET
 MEETING DATE: April 16, 2014

Name	Title	Agency	Email	Phone Number
Alison Miskunian	Project Manager	TetraTech		
Chris Testa	Mt. Unit. Mgr	NJDEP		
John Quinlan	MITIGATION	NJDEP		
BRAD WAHAT	Mitigation	NJDEP		
MICHAEL GRUNBERG	MITIGATOR	NJDEP		
Shenika M. Henderson	Mitigation Planner	NJDEP		
JOE GECERA	ADMIN	NJDEP		
Betty Boos - via teleconference		NJDEP		
John Gray - via teleconference		NJDEP		